

# DEPARTMENT OF FINANCE & ADMINISTRATION LEAVE RECORD

## CALENDAR YEAR

OFF 004  
OPM 004

NAME: \_\_\_\_\_ SOC. SEC. NO.: \_\_\_\_\_ OFFICE: \_\_\_\_\_ BIRTHDATE: \_\_\_\_\_ LEAVE ACCRUAL DATE: \_\_\_\_\_  
 POSITION NO: \_\_\_\_\_ ANNUAL ACCRUAL INCREASE DATE: \_\_\_\_\_  
 ACCRUAL RATE: \_\_\_\_\_ HRS ACCRUAL RATE: \_\_\_\_\_ HRS

### ANNUAL LEAVE

MO	Balance 1st of Month	Hours Charged	Hours Earned	Balance on the 16th	Hours Charged	Balance	Hours Earned
J							
F							
M							
A							
M							
J							
J							
A							
S							
O							
N							
D							
J							

### SICK LEAVE

Balance 1st of Month	Hours Charged	Hours Earned	Balance on the 16th	Hours Charged	Balance	Hours Earned
		4				4
		4				4
		4				4
		4				4
		4				4
		4				4
		4				4
		4				4
		4				4
		4				4
		4				4
		4				4
		4				4

### HOLIDAY

Holiday Worked	# of Hours Worked	Holiday Hours Taken							
Employee's Birthday									
New Year's Day									
King/Lee Birthday									
Washington's Birthday									
Memorial Day									
July 4th									
Labor Day									
Veteran's Day									
Thanksgiving									
Thanksgiving *									
Christmas Eve									
Christmas Day									

S = Sick

- = Worked 8 Hours

AL = Authorized LWOP

B = Birthday

\* By Proclamation of the Governor

A = Annual

M = Military

UL = Unauthorized LWOP

WH = Worked Holiday

H = Holiday

C = Comp Taken

J = Jury or Witness Duty

■ = Weekend

**ACCRUAL RATE:**

**POSITION NO:**

ACCRUAL RATE: \_\_\_\_\_ HRS

LEAVE ACCRUAL DATE: \_\_\_\_\_

## ANNUAL ACCRUAL

INCREASE DATE:

[illegible]